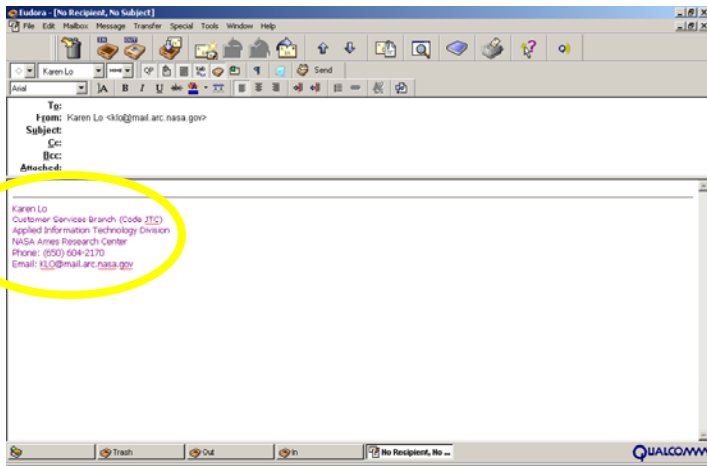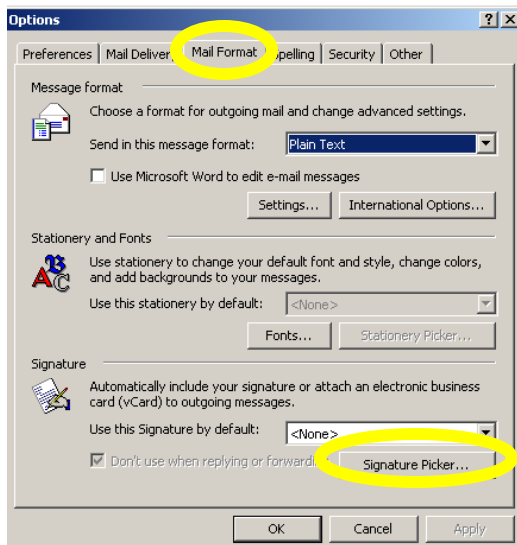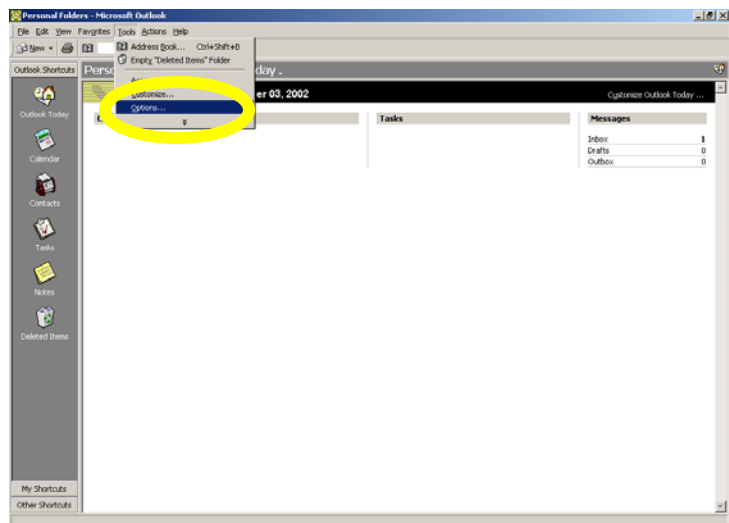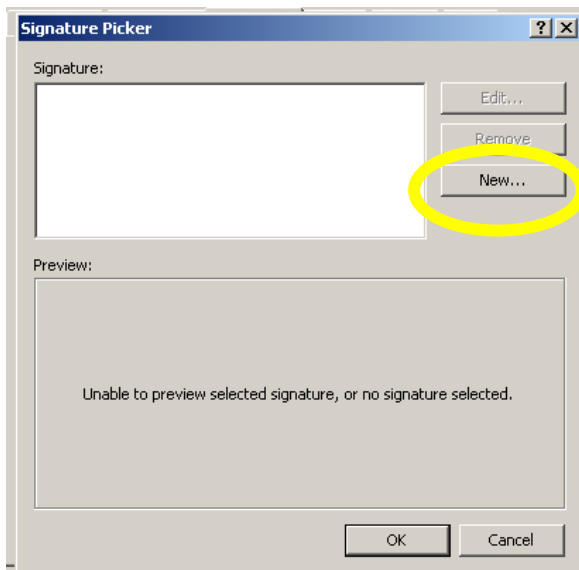# How to Set up "Signature" in your Outlook Email

A **signature** is a few lines of text that are added automatically to the end of an outgoing message when it is sent. A signature can be whatever you want, but it is mostly used to give contact information (telephone, address, and so forth). You use only one signature at a time in a message, but you can create as many different signatures as you want.

To Set up a Signature in your Outlook email client:
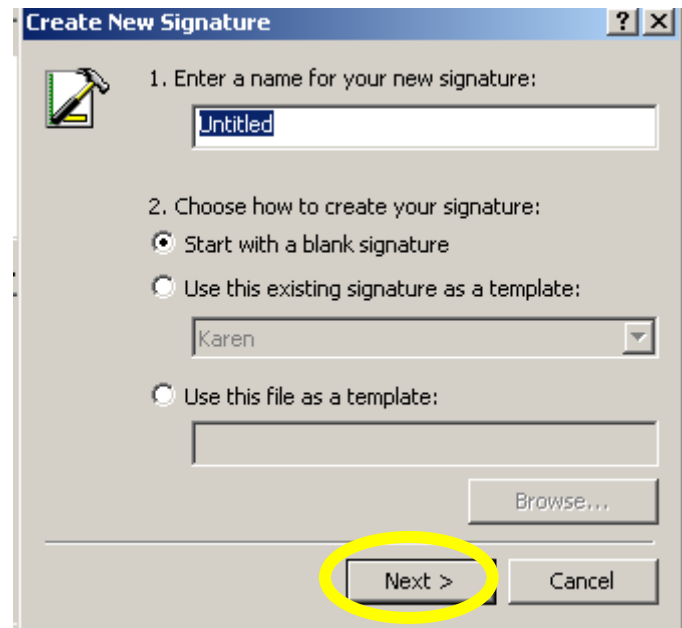
1) Go to **Tools**, Select "**Options**"

2) Select "**Mail Format**" tab, then "**Signature Picker**"

Signature Picker

Signature:

[Edit...]
[Remove]
[New...]

Preview:

Unable to preview selected signature, or no signature selected.

[OK] [Cancel]

3) You are now being taken to the **Signature Picker** Window. Click "**New**" to create a new Signature. You will then be taken to another window
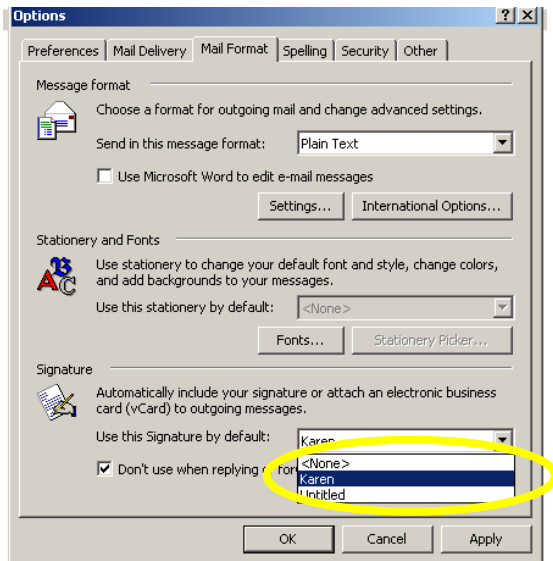
Create New Signature

1. Enter a name for your new signature:

[Untitled]

2. Choose how to create your signature:

◉ Start with a blank signature

○ Use this existing signature as a template:

[Karen ▼]

○ Use this file as a template:

[ ]

[Browse...]

[Next >] [Cancel]

4) Enter a name for your new Signature – ie (Karen). Then click "**Next**".

Edit Signature - [Karen]

Signature text

This text will be included in outgoing mail messages:

Karen Lo
Customer Services Branch (Code JTC)
Applied Information Technology Division
NASA Ames Research Center
Phone: (650) 604-2170
Email: KLO@mail.arc.nasa.gov

[Font...] [Paragraph...] [Clear] [Advanced Edit...]

vCard options

Attach this business card (vCard) to this signature:

[<None> ▼]

[New vCard from Contact...]

[OK] [Cancel]

5) Type in your desired information. (Ie – "name", "title", "NASA Ames Research Center", "Mail Stop xxx-x", "Moffett Field, CA 94035", "phone"). Upon completion, press "**OK**".
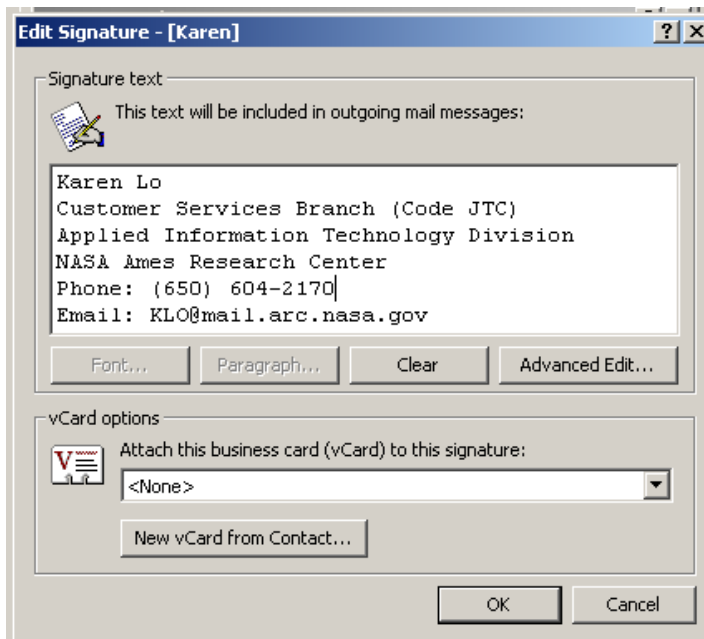
To Select your Signature

6) You may create as many signatures as you like, but you may only have use one signature at time. Use the drop down menu to select your desired signature. Press "**OK**".

7) This Signature will automatically appear in the end of your Outgoing messages.